

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2016-85A

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Water Quality Specialist
OPENING DATE:	October 11, 2016
CLOSING DATE:	October 31, 2016
DEPARTMENT:	Environmental and Natural Resources
SALARY RANGE:	NE-14; \$42,224 - \$63,336

Position Summary:

Under general supervision of the Environmental Program Manager, manages the Water Quality Program in accordance with Pueblo of Laguna program and funding source requirements. Maintains confidentiality of all privileged information. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Develops a strategic sampling plan for water study functions, including development and implementation of water quality standards; development or refinement of methods for collecting, computing, presenting, screening, and verifying hydrological data.
- Ensures appropriate scheduling of water inventory; manages activities essential to the plans and schedules; and oversees data collection and computer data retrieval systems.
- Establishes, implements, and communicates goals, objectives, policies and procedures in accordance with strategic water quality plans.
- Conducts surface water quality surveys, and investigates water pollution problems, including chemical and biological analysis of field collection samples.
- Maintains and records water quality data for development and implementation of tribal water quality standards and for submission to WQX/STORET.
- Develops procedures for and conducts routine field water quality measurements such as temperature, specific conductance, pH, barometric pressure, dissolved oxygen, turbidity, and alkalinity.
- Collects and processes field water samples in accord with sampling plan, sends to laboratory and processes E. coli samples in-house.
- Inspects, adjusts, installs, calibrates, and services water quality sampling instruments, including multi-parameter probes and turbidity meters; regularly checks settings to ensure accuracy of data.
- Builds Geographic Information System (GIS) and Global Positioning Satellite (GPS) capability of the Surface Water Monitoring Program.
- Conducts, calculates, plots, and checks numerical data; prepares graphs and data profiles.
- Analyzes current and historical water quality data to understand trends, and suggests mitigation measures to correct water quality issues.
- Researches, compiles, and evaluates hydrological and related data from a wide variety of sources such as existing reports and studies, raw data from measurement and collection devices, tribal representatives, and other government agencies and irrigation districts.
- Compiles and regularly updates quality assurance documents such as Quality Assurance Project Plan for Surface Water Monitoring and Quality Assurance Project Plan for GPS data collection.
- Compiles, computes, and generates information via computerized applications and produces various technical and visual reports, briefings, and decision documents. Presents information to affected parties.
- Builds and maintains technical reference library.
- Seeks additional funding and grant monies for continuation and expansion of program services. Develops program budgets, monitors expenditures, prepares financial forms/documents, and participates in quarterly budget meetings.
- Establishes positive working relationships with EPA, BIA, IHS, BLM, and NMED.
- Reviews NMED Discharge Permits and EPA Public Notices. Responds/offers input as needed or required.
- Presents reports and other required information to the Program Manager.
- Supervises technical staff on an as-needed basis.
- Maintains professional and technical knowledge by conducting research, attending classes and conferences, and establishing networks with related organizations.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in Hydrological/Environmental Engineering, Biology, Chemistry, Geology or directly related field required. Three years of field

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work experience in hydrological/water quality investigations required. Water Quality Standards Academy and Quality Assurance/Quality Control Measures certification preferred. A combination of relevant education and experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Water Quality Specialist is designated as a Medium Risk Public Trust position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of and ability to interpret applicable laws, regulations, and requirements.
- Knowledge of the principles of environmental conservation and management as related to water resources.
- Knowledge of sampling plan development and implementation.
- Knowledge of records management and maintenance.
- Knowledge of and skill in calibration methods and maintenance of water sampling equipment.
- Knowledge of Quality Control/Quality Assurance document development and revision processes.
- Knowledge of government and non-government funding sources.
- Knowledge of database development and skill in use, management, and maintenance.
- Knowledge of proper spelling, grammar, and punctuation, and advanced mathematics and statistical analysis.
- Ability to drive field vehicles including 4-wheel drive and ATV/ORV's.
- Ability to develop procedures for field sampling and water quality measurements.
- Ability to develop comprehensive briefings, narrative, statistical and analytical reports and presentations.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language preferred.
- Ability to maintain confidentiality.
- Ability to make solid decisions, exercise independent judgment, and meet strict time lines.
- Ability to define problems, collect data, establish facts and draw valid conclusions related to water resources.
- Skill and ability in grant proposal writing and in grant management.
- Skill and ability to interpret technical publications, reports, graphs, and numerical data.
- Skill in use of Word, Excel, Access, PowerPoint, Outlook, GIS/GPS applications, and software specific to field.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in statistical compilation and analysis.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES